

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 10-09
Replaces SPO PL Contract No. 09-12

STATE OF HAWAII INVENTORY DECALS - STATEWIDE

IFB-10-002-SW

March 15, 2010 to March 14, 2011

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions may purchase from this price list contract:

- Executive Departments/Agencies
- Department of Education
- Hawaii Health Systems Corporation
- Judiciary
- Senate
- House of Representatives

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

POINT OF CONTACT. Questions regarding the decals listed, ordering, pricing, and status should be directed to the vendor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Wendy Orita	586-0563	586-0570	wendy.m.orita@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	carlton_chinen@notes.k12.hi.us Connie Chun/PROCURE/HIDOE@notes.k12.hi.us
HHSC	Alison Stransky	733-4168	733-4460	astransky@hhsc.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov

USE OF PRICE LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contract(s) (HRS Chapter 103F) have been invited to participate in the SPO price list contracts.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list contract, the nonprofit must obtain approval from each price list contract vendor, i.e., participation must be mutually agreed upon. A price list contract vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list contract vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list contract vendor.

VENDOR:

- * Metal Marker Mfg. Co.

Correspondence Address:
6225 Lear Nagle Road
N. Ridgeville, OH 44039

Remittance Address:
P.O. Box 75687
Cleveland, OH 44101-4755

Contact person: Dave O'Donnell
Phone: (800) 428-0095 ext. 155
Fax: (440) 327-2300
Email: Dave.ODonnell@metalmarkermfg.com
Office Hours: 8:30 am – 5:00 pm EST

*Vendor has the capability to accept procurement/credit cards, in addition to purchase orders.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs. Agencies will not be charged the GET due to the vendor having no presence in the State of Hawaii.

Vendor will not charge for change of sequence requests. Vendor charges \$20.00 per order for color changes to "State of Hawaii". Vendor will process all orders with "State of Hawaii" in black, unless otherwise specified. Agency may contact Vendor for color options for "State of Hawaii".

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education, Office of Hawaiian Affairs, Hawaii Health Systems Corporation and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: <http://hawaii.gov/spo>; click on "Forms for State Agencies" in the Quick Links menu.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

"SPO PL Contract No. 10-09" must be typed on purchase orders issued against this price list contract.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be in multiples of 100 and will be issued on an as-needed basis during the price list contract period. Vendor is not obliged to accept any order received after the price list contract expiration date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date.

Agencies shall not issue purchase orders specifying delivery after the price list contract expiration date.

At time of order, Agencies shall notify the Contractor of the start and end sequence numbers to be used on the decals. If Agency fails to provide sequence numbers to be used, Contractor shall contact agency to obtain sequence numbers. Agencies requesting a change in bar code or human readable sequences or a change in color to the "State of Hawaii" shall notify the vendor of said request at time of order. Agencies shall be charged appropriately on a per order basis. Agency shall also specify the exact address where the inventory decals are to be shipped including but not limited to: department, name of office, floor number, room number, attention to:, and telephone number.

DELIVERY. Decals shall be delivered to the ordering agency within forty-five (45) calendar days after Contractor's receipt of order. Contractor shall make shipment to the agency designated on the order. On orders subject to quantity discounts, the Contractor is required to make delivery to one address only. On orders where the delivery address is not stated, the Contractor shall contact the appropriate agency to obtain the delivery address. Contractor is required to deliver all items outstanding at the end of the contract period on orders received during the term of the contract.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

VENDOR AND PRODUCT EVALUATION form, SPO-12, is made available to the agencies for the purpose of addressing concerns on this price list contract. The form can be accessed from the SPO website: <http://hawaii.gov/spo>. Click on "Forms for State Agencies" under the Quick Links menu.

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://hawaii.gov/spo>. Click on "SPO Price List/Vendor List Contracts" at the main menu.



Aaron S. Fujioka
Administrator

STATE OF HAWAII INVENTORY DECALS

Specifications:

- Size: 2" x ¾", Silver polyester 0.002" thick with rounded corners
- Adhesive: permanent acrylic pressure-sensitive
- Bar Code: "39 Standard", 8 positions, alphanumeric/blank
- Style and Color: "STATE OF HAWAII" in black; bar code to match human readable; human readable approximately 1/8" in bold black alphanumeric
- Sample:



Price:

<u>Order Volume per Order*</u>	<u>Price per 100 decals</u>
100 - 500	\$27.80
600 - 1000	\$12.28
1,100 - 2,000	\$9.63
2,100 - 5,000	\$7.14
5,100 - 7,000	\$4.56
7,100 - 10,000	\$4.42
10,100 - 15,000	\$4.33
15,100 - 25,000	\$4.26
25,100 - 50,000	\$4.26
50,100 - 75,000	\$4.26
75,100 - 100,000	\$4.26

<u>Change Description</u>	<u>Charge per Order</u>
Change in Bar Code or Human Readable Sequences	\$0.05
Change in Color to "STATE OF HAWAII"	\$0.05

Minimum order is 100 decals. Orders shall be in multiples of 100.

*Order Volume per Order. Example1: Agency wants to place an order for 800 decals, they will pay \$12.28 per 100 decals total \$98.24. Example2: Agency wants to place an order for 2,500 decals, they will pay \$7.14 per 100 decals, total \$178.50.